



## **TRANSFER OPPORTUNITY FOR CURRENT STATE EMPLOYEES**

### **OFFICE SERVICES SUPERVISOR III (GENERAL)**

#### **DEPARTMENT OF INDUSTRIAL RELATIONS DIVISION OF WORKERS' COMPENSATION NORTHERN REGIONAL OFFICE**

**Position:** Office Services Supervisor III (General)

**Salary Range:** \$3,248.00 - \$3951.00

**Location:** 2424 Arden Way, Sacramento, CA 95825

**Duties:** Under the general direction of the Regional Manager, Claims Adjudication, for the Northern Region of the Division of Workers' Compensation (DWC), the Office Services Supervisor III (OSS III) serves as a key member of the Regional Manager's Management team in supervising the clerical operations of the 9 District Offices of the Northern Region. Through subordinate supervisors in the District Offices, the OSS III will supervise, plan, organize and direct the work of a large group engaged in difficult clerical work in the Claims Adjudication Offices, the Rehabilitation Unit, Disability Evaluation Unit and Information and Assistance Unit. This position is headquartered in Sacramento but involves traveling to 9 District Offices.

**SROA and Surplus Employees will be given first consideration and are encouraged to apply.**

Current State employees who are eligible for transfer or list appointment to the above class may apply by sending an application to:

Department of Industrial Relations  
Division of Workers' Compensation  
P.O. Box 420603  
San Francisco, CA 94142-0603  
Attention: Bronwyn Ahlbrecht (510) 286-7090

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**Applications accepted until February 22, 2007 or until position filled**

Applications will be reviewed and interviews for some or all applicants may be scheduled subsequently.

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1/18/2007  
1 of 1 OSS III in Sacramento

06-0247-DWC  
400-673-1151-006